

### ***How are PMFs selected?***

PMFs are recruited in their final year of graduate study from a wide variety of professional fields, including: Public Administration & Policy, Law, Natural Resources Management, Economics, Business, Science, etc. Competitive selection is based on background qualifications and education, experience, and commitment to and potential for leadership and management in the Federal Government. Writing ability, teamwork, and analytic skills are assessed by the Office of Personnel Management (OPM) in a structured assessment; finalists are selected from the pool of applicants. PMF Finalists are then eligible to apply for PMF positions with federal agencies.

### ***Are there costs associated with hiring through the PMF program?***

Yes. Costs associated with PMF program include the following:

- A one-time fee of \$4800 to OPM for recruitment, screening, placement, and orientation costs
- Salary and benefits (GS-9 the first year and GS-11 the second year)
- Training costs (PMFs must complete at least 80 hours of formal training per year)
- Travel and per diem for two rotations over the course of the two years

### ***What are the benefits of hiring through the PMF program?***

Some benefits include:

- Highly qualified job candidates: PMF Finalists have been screened and previously assessed by OPM for their writing ability, teamwork, analytical reasoning, management potential, and leadership skills.
- Strategic workforce planning: PMFs can help alleviate the impacts of upcoming retirements & capture institutional knowledge.
- No need for competitive listing: the PMF position is an excepted service position.

### ***When can PMFs be hired?***

PMFs can be hired anytime from when they are selected as finalists (usually mid March) through December 31 of the year they are selected, but most hiring occurs in the weeks following the annual PMF Job Fair, where agencies conduct interviews with PMF Finalists from around the country. The 2005 Job Fair will be held March 28-30, 2005 in Washington, DC.

***Do we have to be at the Job Fair in order to hire a PMF?***

No, there is no requirement for an agency or a PMF Finalist to be present at the Job Fair. It is simply a forum that facilitates the interview and hiring processes. However, experience has shown that the Job Fair greatly improves position visibility among PMF Finalists. Representatives from the BLM Washington Office have volunteered to do initial “screening” interviews for positions offered by BLM offices in the field that are unable to send a representative to the Job Fair.

***Are PMFs hired at a specific grade-level?***

Under the current regulations, PMFs are appointed at the GS-9 level, Step 1. After successful completion of the first year, PMFs are eligible for promotion to GS-11, Step 1 as desired by the hiring agency. Upon completion of the two-year fellowship, PMFs are eligible for conversion to career or career-conditional status and are eligible for promotion to GS-12, Step 1. However, under proposed regulations, PMFs will be eligible for appointment at GS-9 through GS-13 levels, depending on education and experience. More information on the new regulations can be found on the PMF website at: <http://www.pmf.opm.gov>.

***What types of positions do PMFs typically fill?***

Some positions PMFs have filled in the past include:

- *Planning and Environmental Analyst*, Planning, Assessment, and Community Support Group, Washington Office
- *Natural Resource Specialist*, National Landscape Conservation System, Washington Office
- *Environmental Analyst*, National Landscape Conservation System, Washington Office
- *Dispute Resolution Specialist*, ADR and Collaborative Action Program, Washington Office
- *Planning and Environmental Coordinator*, Little Snake Field Office, Colorado
- *Natural Resource Specialist*, National Science and Technology Center
- *Planning and Environmental Analyst*, Fish, Wildlife, and Botany Group, Washington Office

There is no specification on what kind of position a PMF can fill, as long as it aligns with the grade requirements and the purpose of the PMF program. PMFs within the Department of Interior and other Bureaus have offered positions such as Budget Analyst and Environmental Specialist, among others.